

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities.

We have established systems and procedures for maintain and utilizing physical, academic and support facilities. Regular meetings are being of various committees to ensure the optimal allocation and utilization of the available financial resources. Computer laboratory & IT infrastructure is being monitored by the IT Co-ordinator and supporting staff. Air Conditioners, Batteries, UPS, Inverters are maintained under the AMC. The estimates of the expenditure are prepared and presented in the Governing council meeting by the principal for the approval. For Science laboratories- Requirement list is finalized by the HOD of each department. Quotations are called from various parties. Three to four reasonable quotations are presented in comparative form before the Purchase Committee for the final sanction. From January, 2020 every weekend the entire premises and classrooms are being sanitized. The college has appointed a carpenter who looks after the repairs and maintainance of all college furniture. To ensure proper functioning of electrical appliances, college has appointed two full time electricians. Library- The library is fully digitalised using the software E-Granthalya. The department of library maintain register of eachvisitor's staff or student. The librarian is given charge to look after all physical and academic facilities in the central library. All Head of Departments are asked to give the requirement of list of books to the librarian and will be ultimately forwarded to the principal for final approval. Gymkhana is regularly maintained under the guidance of gymkhana in charge of the college who is assisted by the full time attendant. Students are encouraged to participate in various Intercollegiate, District, University, State, and National level sports events they are provided financial support for the same.